


REQUEST FOR PROPOSAL (RFP)

 <p>LAKE COUNTY, FLORIDA OFFICE OF PROCUREMENT SERVICES</p>	<p>RFP NO: 06-018 ISSUE DATE: March 30, 2006 CONTRACTING OFFICER: Donna Thielhart PHONE NO: 352.343.9525 FAX NO 352.343.9473 EMAIL dthielhart@co.lake.fl.us</p>
<p>SUBMIT PROPOSAL / OFFER PRIOR TO: CLOSING DATE: May 3, 2006 CLOSING TIME: 3:00 P.M. (local time)</p>	<p>SUBMIT TO: SEE Section 2.2 FAX / E-Mail not accepted</p>
<p>DESCRIPTION: TWO HEALTH CLINIC BUILDINGS TO LEASE OR LEASE TO OWN IN THE CENTRAL CLERMONT AREA AND GOLDEN TRIANGLE AREA</p> <p style="text-align: center;">NO RESPONSE REPLY</p> <p>If you do <u>not</u> want to respond to this RFP at this time, or, would like to be removed from Lake County's Bidders List, please mark the appropriate space, fill in the company name and address, and return this sheet only.</p> <p>_____ Not interested at this time; keep our firm on Lake County's Bidders List for future solicitations for this product / _____ service</p> <p>_____ Please remove our firm from Lake County's Bidders List for this product / service.</p>	
<p>The below named respondent makes the attached offer and hereby agrees to furnish the products and/ or services pursuant to all requirements, specifications, and scope of services contained in this solicitation document, and further agrees that the language of this document shall govern in the event of a conflict with his or her response. By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a response for the services, and is in all respects fair and without collusion or fraud.</p>	
COMPANY NAME:	DATE:
MAILING ADDRESS:	PHONE: FAX:
CITY:	STATE: ZIP:
SSN OR FEDERAL TAX NO:	TITLE OF AUTHORIZED REPRESENTATIVE:
E-MAIL:	WEB URL:
AUTHORIZED SIGNATURE:	PRINTED NAME:

Request For Proposals

PURPOSE: The Lake County Board of County Commissioners is soliciting Statement of Interest from developers to construct new buildings or renovate existing buildings on property owned by the developer for two Lake County health clinics. The buildings will be to lease or lease to own.

SECTION 1.0 – SCOPE OF WORK

1.1 Procurement Rules

- A. IMPORTANT NOTICE TO POTENTIAL PROPOSERS: Receipt of these solicitation documents does not indicate that the Office of Procurement Services has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the RFP closing and will be based on our evaluation of your submission compared to the specific requirements and qualifications contained in these documents.
- B. The County has established for purposes of this Request For Proposals that the words “shall”, “must”, or “will” are equivalent in this RFP and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by the County. A deviation is material if, in the County’s sole discretion, the deficient response is not in substantial accord with this RFP’s mandatory conditions requirements.
- C. The words “should” or “may” are equivalent in this RFP and indicate very desirable conditions, or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a proposal, but may result in being considered as not in the best interest of the County.
- D. To be considered for an award, the Proposer must agree to abide by each mandatory requirement included in this RFP.

1.2 Scope of Work:

Each proposal shall be made on the basis of and shall meet or exceed each of the requirements contained herein.

Lake County is in need of two public health clinic facilities:

South Lake County Public Health Clinic

The South Lake County facility to be no less than 12,000 square feet located in the vicinity of US 27 and SR 50, within a 5 mile radius of South Lake Hospital and within Lake County. This facility will provide public health services to include clinical, outpatient, and outreach services. Estimated number of patients per day is 70. Estimated number of employees for this facility is 49.

Central Lake County Public Health Administration Office and Clinic

The Central Lake County facility needs to be no less than 30,000 square feet with expansion capability to 50,000 over a 15 year period. The 30,000 facility needs to be located in the Golden Triangle area (Eustis, Mt. Dora and Tavares, Florida. This facility will be the main location for the County's public health administration offices in addition to the same referenced services for the Clermont location. Estimated number of patients per day is 158. Estimated number of employees for this facility 165.

The developers may choose to submit interest for either one or both facilities. Also the project may consist of new construction or can be located in an existing structure that may or may not require renovation.

Submissions may include several property locations. The facilities may be stand alone buildings or in a strip center. Ideally, a mixed use setting and/or settings with like services are preferable and the property must contain adequate parking to meet the facility demands and future growth needs.

Lake County is interested in leasing the new and/or renovated buildings for fifteen (15) years, and one or two five year renewals. The County will have the right to terminate the agreement with two years written notice during the term. The County will have the right to purchase the leased premises at any time after ten (10) years of the lease term at fair market values. Fair market values shall be determined through the average of two appraisals conducted by M.A.I. certified appraisers, mutually agreed upon, one of which shall be selected by the landlord and one of which shall be selected by the County. The lease shall include maintenance of the buildings, to include regular air conditioner filter maintenance.

A sample copy of the lease to be used is attached. (Attachment A)

The Design Criteria for Lake County Health Department Facilities is attached (Attachment B)

A map of the desired area is attached. (Attachment C)

1.3 Evaluation Criteria

- A. The Contracting Officer listed in Section 2.4 below is responsible for the selection process and will be the sole point of contact for all Proposers. In addition to the materials provided in the written responses to this RFP, the County may utilize site visits or may request additional material, information, presentations or references from the Proposer(s) submitting proposals.
- B. Proposals will be evaluated based upon the following criteria:
 - 1. Firm's profile and capabilities;

2. Related Experience;
3. Proposers should respond to all requirements of this RFP to the maximum extent possible. Clearly identifying any limitations or exceptions to the requirements inherent in the proposal. Alternative approaches will be given consideration if they offer increased benefits and cost effectiveness.
4. Approach/Development Concept
5. Location of Building/Transportation
6. Price/Schedule/Guarantees
7. Other relevant criteria.

1.4 Anticipated Selection Process:

Lake County Personnel will make the selection for this proposal.

The Lake County reserves the right to negotiate any and all elements of any proposal received.

1.5 Key Contractor Personnel

In submitting a proposal, the Proposer is representing that each person listed or referenced in the proposal shall be available to perform the services described for the Lake County Board of County Commissioners, barring illness, accident, or other unforeseeable events of a similar nature in which case the Proposer must be able to promptly provide a qualified replacement. In the event the Proposer wishes to substitute personnel, the Proposer shall propose a person with equal or higher qualifications and each replacement person is subject to prior written County approval. In the event the requested substitute person is not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the contract for cause.

SECTION 2.0 - ADMINISTRATIVE REQUIREMENTS AND INSTRUCTIONS

2.1. Request For Proposal Closing Date:

The original proposal and five (5) complete copies of the proposal shall be sealed and delivered to the Office of Procurement Services no later than date and time listed below. Any proposal received after this time will not be considered and will be returned unopened to the submitter.

2.2. Delivery of Proposals:

- A. Unless the proposal is delivered in person by a person from the responding organization, **ALL** incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (Fed-X, UPS, DHL, private courier, etc) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility **PRIOR** to delivery to any Lake County Government facility, which includes the Lake County Procurement Services Office.
- B. Each package shall be clearly marked: **RFP 06-018 Two Health Clinic Buildings to Lease or Lease to own in the Central Clermont area and Golden Triangle area. Ensure that your proposal is securely sealed in an opaque envelope/package to provide confidentiality of the bid information prior to the bid opening.**
- C. If you plan on bringing your proposal **IN PERSON**, please bring it to:
LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET
4TH FLOOR, ROOM 416
TAVARES, FLORIDA 32778
- D. If you submit your proposal by the **U. S. POSTAL SERVICE**, please mail it to:
LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800
- E. If you submit your proposal by a **THIRD PARTY CARRIER** such as Fed-X, UPS, DHL, or a private courier, please address it to:
LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
416 W. MAIN STREET
TAVARES, FL 32778
- F. To be considered a proposal must be received and accepted in the Procurement Services Office prior to the official Closing date and time.

- G. Allow sufficient time for transportation and inspection.
- H. **A proposal will not be considered for award if received in the Procurement Services Office after the official closing date and time regardless of when or how it was received by the Lake County Clerk of the Circuit Court Mail Receiving Center.**
- I. Facsimile (fax) or electronic submissions will not be accepted.

2.3. Public Opening:

- A. At the date and time specified, all proposals that have been timely accepted by the County will be formally opened and accepted for consideration. The names of the firms submitting proposals will be read aloud and recorded. The proposals will be available for inspection during normal business hours in the Procurement Services Office within ten (10) days after the official proposal closing date.
- B. Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations to attend public proposal openings or meetings should contact Procurement Services 352.343.9839 at least five (5) days prior to the date.

2.4. Questions Concerning RFP:

- A. Questions concerning any portion of this RFP shall be directed in writing [fax and e-mail accepted] to the below name individual who shall be the official point of contact for this RFP. Questions should be submitted before the pre-proposal meeting and at least seven (7) days before the closing date.
- B. Mark subject line or cover page or envelope "**Questions on RFP 06-018 Two Health Clinic Buildings to Lease or Lease to own in the Central Clermont Area and Golden Triangle Area.**"
- C. Submit questions to:
Donna Thielhart, CPPB Contracting Officer
Lake County BCC
Office of Procurement Services
315 W. Main Street, Room 416
PO BOX 7800
Tavares, FL 32778-7800
Phone: 352.343.9839, Fax: 352.343.9473,
E-mail: dthielhart@co.lake.fl.us
- D. Failure by a Proposer to ask questions or request changes by the dates indicated above shall constitute the Proposer's acceptance of the requirements set forth in this RFP.
- E. No answers given in response to questions submitted shall be binding upon this RFP unless released in writing as an addendum to the RFP by the Lake County Office of Procurement

Services.

2.5 Proposers Responsibility / Clarification and Addenda:

- A. While the County has used considerable efforts to ensure an accurate representation of information in this RFP, each prospective Proposer is urged to conduct its own investigations into the material facts and the Lake County Board of County Commissioners shall not be held liable or accountable for any error or omission in any part of this RFP. Before submitting a proposal, each Proposer shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the Proposer will rely. If the Proposer receives an award because of its proposal, failure to have made such investigations and examinations will in no way relieve the Proposer from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the Proposer for additional compensation or relief.
- B. It is incumbent upon each Proposer to carefully examine these specifications, terms, and conditions. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing [fax 352.343.9473 or e-mail. The County will not be responsible for any oral representation given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.
- C. If the County revises (amends) this RFP, the Lake County Office of Procurement Services notice will be posted on the Lake County Internet site: http://www.lakegovernment.com/departments/procurement_services/open_bids.aspx
- D. You must acknowledge each amendment in your proposal. Failure to acknowledge each addendum may prevent your proposal from being considered for award. **It is solely your responsibility to ensure that you have received all addendums to this RFP before submitting your proposal.**
- E. A Proposer, by submitting a proposal represents that the Proposer has read and understands the Request for Proposal material and the proposal is made in accordance therewith and that the Proposer is familiar with the local conditions under which the awarded Proposer and proposed products must perform.

2.6 Restricted Discussions:

- A. From the date of issuance of the RFP until final County action, the Proposer shall not discuss the RFP or any part thereof with any employee, agent, or representative of the County except as expressly authorized by the County representative identified in Section 2.4 above for this proposal. Violation of this restriction will result in REJECTION of the Proposer's proposal.

- B. No negotiations, decisions, or actions shall be initiated or executed by the Proposer as a result of any discussions with any County employee. Only those communications that are in writing from the authorized County representative identified in Section 2.4 above shall be considered pertinent to this RFP. Only communications from the Proposer that are signed and in writing will be recognized by the County as duly authorized expressions on behalf of the Proposer.

2.7 Conflict of Interest Disclosure:

Each Proposer shall complete and have notarized the attached disclosure form (Tab 1 G) of any potential conflict of interest that the Proposer may have due to ownership, other clients, contracts, or interest associated with this project.

2.8 Public Entity Crimes:

- A. Pursuant to Section 287.132 and 287.133 Florida Statutes, the Lake County Board of County Commissioners, as a public entity, may not accept any proposal from, award any contract to, or transact any business in excess of the threshold amount set forth in Section 287.017 Florida Statutes with any person or affiliate on the convicted contractor list for the time periods specified unless such person has been removed from the list pursuant to law.
- B. **By submitting a proposal in response to this RFP, you are certifying that Sections 287.132 and 287.133, Florida Statutes do not restrict your rights to submit a proposal to the Lake County.**

2.9 Proposal Package:

- A. See **Section 4.0: Submittal Requirements** for additional requirements.
- B. The proposal forms shall be signed by an official authorized to legally bind the Proposer to its provisions.
- C. The proposal shall contain a statement that the proposal shall remain valid for at least ninety (90) calendar days from the proposal closing date.
- D. Terms and conditions differing from those in this RFP may be cause for disqualification of the proposal.
- E. If you elect to submit more than one proposal, then each proposal shall be submitted as set forth in **Section 4.0, Submittal Requirements**.

2.10 Withdrawal of Proposal:

You may withdraw your proposal or modify it at any time prior to the official closing date and time. You shall be required to produce photo identification that satisfies the County prior to withdrawal or modification of your proposal. Negligence upon your part in preparing your proposal confers no right of withdrawal after the date and time fixed for the receipt of proposals.

2.11 Proposal / Offer Validity Period:

All proposals / offers shall be valid for not less than ninety (90) calendar days after the proposal closing date. Proposals with terms less than this may be rejected without consideration.

2.12 Presentations / Post-closing Discussions:

- A. The County, at its sole discretion, may ask any Proposer to make an oral presentation and/or product / service demonstration without charge to the County. The County reserves the right to require any Proposer to demonstrate to the satisfaction of the County that the Proposer has the fiscal and technical ability to furnish the service(s) or product(s) as proposed. The demonstration must satisfy the County, and the County shall be the sole judge of compliance.
- B. It is the County intent to commence final contract negotiations with the Proposer deemed most advantageous to the County in accordance with the evaluation criteria specified elsewhere within this RFP. The County reserves the right, however, to conduct post-closing discussions with any Proposer(s) who have a realistic possibility of contract award including request for additional information, and request for "best and final" offers.
- C. Proposers are cautioned not to assume that they will be asked to make a presentation or asked for a "best and final" offer and should include all pertinent and required information in their original proposal package.

2.13 Minor Irregularities:

The County reserves the right to waive minor irregularities in submitted proposals, providing such action is in the best interest of the County. Minor irregularities are defined as those that have no adverse effect on the County's best interests, and will not affect the outcome of the selection process by giving the Proposer an advantage or benefit not enjoyed by other Proposers.

2.14 Proposal Acceptance / Rejection:

- A. The County reserves the right to accept or reject any or all proposals received as a result of this RFP, or to negotiate separately with competing proposers. The County reserves the right to waive any and all informalities, defects, and/or irregularities in any proposal, or to accept that proposal, which in the judgment of the proper officials, is in the best interest of the

County and the citizens of Lake County.

- B. The County has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, and to re-advertise with either the identical or revised specifications, if it is deemed to be in the County's best interests to do so.

2.15 Award:

- A. It is understood that the Lake County Board of County Commissioners is not obligated to make an award under or as a result of this RFP or to award such contract, if any, on the basis of lowest cost or one factor alone. The County reserves the right to award a contract, if any, to the Proposer(s) submitting the best proposal(s) based upon the evaluation criteria specified elsewhere in this RFP
- B. Any proposal that is contingent upon an award or a contract for any additional service shall be rejected and not considered for an award.
- C. In the event of default by the awarded Proposer, the Lake County Board of County Commissioners reserves the right to negotiate and award the contract to the next best Proposer without any further competition.

2.16 Incurred Expenses:

This RFP does not commit the Lake County Board of County Commissioners to make an award nor shall the County be responsible for any cost or expense which may be incurred by any Proposer in preparing and submitting a proposal or offer, or any cost or expense incurred by any Proposer prior to the execution of a contract agreement. By submitting a proposal, you, the Proposer, agree that all costs associated with the preparation of your proposal will be solely your responsibility. You also agree that the County bears no responsibility for any costs associated with the preparation of the proposal, preparing and delivering presentations, and/or any administrative or judicial proceedings resulting from this solicitation process.

2.17 Disputes/Exceptions:

- A. Any prospective Proposer who disputes the reasonableness or appropriateness of any item within this RFP document, any addendum to this RFP document, notice of award or notice of rejection shall set forth the specific reason and facts concerning the dispute, in writing, within five (5) business days of the receipt of the proposal document or notification. The written dispute shall be sent via certified mail or delivered in person to the point of contact set forth in Section 2.6 and shall be addressed to the Procurement Services Director, who shall review the written dispute and render a decision which shall be considered final.
- B. Any prospective Proposer who may have any exceptions to any requirements set forth in this RFP or the scope of work may identify the item(s) that exception is taken to, including the reason and include these item(s) in a separately marked section of their

submitted proposal. All such exceptions shall be evaluated by the County.

2.18 Minimum Performance Requirements:

- A. The requirements set forth as the Scope of Work (Section 1) are the minimum performance requirements for this RFP. They are not intended to limit competition nor specify any particular Proposer. All proposals shall be considered which meet or exceed each item listed in the scope of work. Any exceptions or alternates must be clearly identified and explained in writing and included in the proposal.
- B. The apparent silence of the specifications or any supplemental specifications as to details or the omission from the same of any detailed description concerning any point shall be regarded as meaning only the best commercial practices shall prevail and that only materials of first quality and correct type, size, and design shall be used. All interpretations of specifications shall be made upon the basis of this clause.

2.19 Performance Investigations:

As part of its evaluation process, the County may make investigations to determine your abilities to perform under this RFP. The County reserves the right to REJECT your proposal if you fail to satisfy the County that you are properly qualified to carry out the obligations under this RFP.

2.20 Licenses/Certificates:

- A. The County reserves the right to require documentation that each Proposer is an established business and is abiding by the Ordinances, Regulation, and Laws of their community and the State of Florida.
- B. If you are required by any regulatory agency to maintain professional license or certification to provide any product and/or service solicited under this RFP, the County reserves the right to require you to provide documentation of your current license and/or certification before considering your proposal and/or before awarding a contract.
- C. If you fail to keep your required license and/or certification current and in force for the term of the contract and any extension, the County will deem you to be in breach of contract and will take all appropriate actions.

2.21 State Registration Requirements:

- A. Any corporation submitting a proposal in response to this RFP shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/application may be required prior to award of a contract.

- B. Any partnership submitting a proposal in response to this RFP shall have complied with the applicable provisions of Chapter 620, Florida Statutes.
- C. For additional information, contact the Florida Secretary of State's Office, Division of Corporations, 800.755.5111 (<http://www.dos.state.fl.us>)

2.22 If the Proposer proposes to furnish an alternate product or service, the brand name of the product or service to be furnished shall be clearly identified. The evaluation of the proposals and the determination as to acceptability of the alternate product or service shall be the responsibility of the County and will be based upon information furnished by the Proposer. The County will not be responsible for locating or securing any information which is not included in the proposal package. To ensure that sufficient information is available, the Proposer shall furnish as part of the proposal package all descriptive material necessary for the County to determine whether the product or service offered meets the salient characteristics required in the Scope of Work and establish exactly what the Proposer proposes to furnish and what the County would be binding itself to purchase by making an award.

2.23 Time Limit To Submit Required Deliverables:

Within ten (10) calendar days after County notification to enter into contract, any awarded proposer must furnish all proposal deliverables required after award but prior to the performance of the contract by the awarded proposer. If an awarded proposer fails to furnish the required deliverables within the required time frame, award to that proposer may be withdrawn and award made to the next best proposer.

2.24 No Confidentiality Of Information:

- A. When a decision for award is made or ten (10) calendar days after the proposal package is opened, whichever is earlier, the proposal package becomes a public record, except as listed below. All material submitted becomes the property of the County and may be returned only at the County's option. The County has the right to use any or all ideas presented in any reply to this RFP. Selection or rejection of any proposal does not affect this right.
- A. The Lake County Board of County Commissioners is governed by the Public Record Law, Chapter 119, Florida Statutes (F.S.). Only trade secrets as defined in Section 812.081, F.S., will be exempt from disclosure. If a Proposer submits trade secret information, the information must be segregated and each pertinent page must be clearly labeled "**trade secret.**" The County will maintain the confidentiality of such trade secrets to the extent provided by law. If a Proposer labels all or most pages "trade secret", the proposal may not be considered for award.

- B. Also pursuant to Section 119.07 (3) (a), F.S., financial statements will be exempt from examination by anyone other than legally authorized Lake County Board of County Commissioners employees or agents. The County will maintain the confidentiality of such financial data to the extent provided by law.
- C. Fees for copies of documents, records, materials, and/or reproductions will be charged in accordance with the County's prevailing fee schedules. Copyrighted material may be inspected.

2.25 Prime Contractor:

- A. If the proposal includes product, equipment, services, software or supplies marketed by other suppliers, the awarded proposer shall act as the prime contractor for all such items and services and shall assume full responsibility for the procurement and maintenance of such items or services. The awarded proposer shall be considered the sole point of contact with regard to all stipulations, including payment of all charges and meeting all requirements of this RFP.
- B. Each proposer shall include the full name, address, and telephone number of every company bearing an interest in the proposed equipment or services. All subcontractors will be subject to review by the County in regards to competency and security concerns. After the award of the contract no change in subcontractors will be made without the prior written consent of the County's Project Manager or Procurement Services Director or designee.
- C. The awarded proposer shall be responsible to ensure that any and all sub-contractors have the required insurances, permits, licenses, etc. Even if the subcontractor is self-insured, the County may require the awarded proposer to provide the appropriate insurance certificates.

2.26 Acceptance of Product/Service:

- A. The product(s) and/or service(s) delivered as a result of an award from this RFP shall remain the property of the Proposer until a physical inspection and actual usage of the product(s) and/or service(s) is (are) accepted by the County and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.
- B. Any product(s) and/or service(s) procured as a result of this RFP may be tested for compliance with specifications. In the event that the product and/or service is found to be defective or does not conform to the specifications, the County reserves the right to terminate the contract and return product to the seller at the seller's expense. The County will not be responsible to pay for any product or service that does not conform to the contract specifications. The seller shall be responsible for all testing costs if the product(s) and/or service(s) is found to be defective or does not conform to the specifications.

- C. Any defective product or service or any product or service not delivered or performed by the date specified in the purchase order or contract, may be procured by the County on the open market, and any increase in cost may be charged against the awarded contractor. Any cost incurred by the County in any re-procurement plus any increased product or service cost shall be withheld from any monies owed to the contractor by the Lake County Board of County Commissioners for any contract or financial obligation.

2.27 Codes and Regulations

Each product and/or service provided within the scope of this RFP shall comply with all applicable prevailing codes and regulations.

2.28 Other Agencies:

If you are awarded a contract from this RFP, and with your consent, other agencies within the State of Florida may make purchases in accordance with your awarded proposal. Such purchases shall be governed by the same terms and conditions as stated herein with the exception of the change in agency name.

SECTION 3.0 - INSURANCE REQUIREMENTS

- 3.1 Each bidder shall include in its bid proposal package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the Bidder must have the coverage prior to submittal, but, that the coverage must be purchased and in place prior to a purchase order or contract being executed by the County.]
- 3.2 A certificate of insurance indicating that the awarded bidder (contractor) has coverage in accordance with the requirements of this section shall be furnished by the contractor to the Contracting Officer within the time period set by the County and before any work begins.
- 3.3 The contractor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance insuring the contractor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the contractor under the terms and provisions of the contract.
- 3.4 Such policies of insurance shall insure the contractor in accordance with the following minimum limits:
- General Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01 or CG 00 02) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$500,000
Products-Completed Operations	\$500,000
Personal & Adv. Injury	\$500,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	
 - Automobile liability insurance, including owned, non-owned and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$300,000
or	
Bodily Injury (per person)	\$100,000
Bodily Injury (per accident)	\$300,000
Property Damage	\$100,000
 - Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Florida Statute, Chapter 440, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers compensation insurance, the contractor must provide a notarized statement that if he or she is injured; he or she will not hold the County responsible for any payment or

compensation.

- *Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of \$500,000 and annual aggregate of \$1,000,000.*

3.5 Certificate(s) of Insurance

- **Lake County, A Political Subdivision Of The State Of Florida, And The Board Of County Commissioners**, shall be named as additional insured as their interest may appear on the general liability policy
- Certificate(s) of insurance shall provide for a minimum of thirty (30) days prior written notice to the County of any change or cancellation of the required insurance.
- Certificate(s) of insurance shall identify the contract number, in the Description of Operations section of the Certificate.
- Certificate holder shall be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA,
AND THE BOARD OF COUNTY COMMISSIONERS.
P.O. BOX 7800
TAVARES, FL 32778-7800

- 3.6 The contractor shall be responsible for subcontractors and their insurance.
- 3.7 All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such deductible or self-insured retention; or the contractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
- 3.8 All insurance companies must be authorized to transact business in the State of Florida.
- 3.9 The County shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the contractor and/or subcontractor providing such insurance.
- 3.10 Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.
- 3.11 Neither approval by the County of any insurance supplied by the contractor, nor a failure to disapprove that insurance, shall relieve the contractor of full responsibility of liability, damages and accidents as set forth herein.

SECTION 4.0 – SUBMITTAL REQUIREMENTS

4.1 Submittal Requirements

Firms, organizations, joint ventures, or individuals (hereafter “proposer”) interested in submitting a proposal (offer) in response to this RFP shall submit one (1) original, marked "ORIGINAL," and five (5) copies, each marked "COPY". Failure to provide the required copies and information may result in the proposal not being considered.

4.2 Economy of Presentation

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the Proposer’s capabilities to satisfy the conditions and requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each proposal must be on completeness and clarity of content. To expedite the evaluation of proposals, it is **mandatory** that Proposer follow the format and instructions contained herein. The Lake County Board of County Commissioners is not liable or responsible for any costs incurred by any Proposer in responding to this RFP including, without limitation, costs for presentations and/or demonstrations if requested.

4.3 Proposal Guidelines

- A. To facilitate analysis of its proposal, the Proposer shall prepare its proposal in accordance with the instructions outlined in this section. If the Proposer’s proposal deviates from these instructions, such proposal may, in the County’s sole discretion, be rejected.
- B. The County emphasizes that the Proposer concentrate on accuracy, completeness, and clarity of content
- C. Cross Referencing - To the greatest extent possible, each section shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the proposal. Information required for proposal evaluation, which is not found in its designated section, will be assumed to have been omitted from the proposal.
- D. Indexing - Each section shall contain a more detailed table of contents to delineate the subparagraphs within that section. Tab indexing shall be used to identify sections.
- E. Glossary of Abbreviations and Acronyms - Each section shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for their respective sections. If no abbreviations and/or acronyms are used, then a Glossary is not required.

- F. Page Size and Format - Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.
- G. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages shall fold entirely within the section, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics; and not for pages of text.
- H. Binding and Labeling - All Sections of the proposal should be bound in a single three-ring loose leaf binder, with section tabs, which shall permit the proposal to lie flat when opened. Staples shall not be used. A cover sheet should be bound in each book, clearly marked as to RFP title, solicitation number, copy number, and the Proposer's name. The same identifying information should be placed on the spine of each binder.
- I. Electronic submission of proposals is not permitted for this solicitation.

4.4 Proposal Sections:

The Proposer shall organize its proposal into the following major sections.

Tab 1 - Proposer Profile & Required Information

- A. RFP Cover Sheet signed by authorized agent of the Proposer.
- B. Acknowledgement of Addenda (if any)
- C. Statement of Interest & Understanding of Project
- D. Firm Profile / Firm History
- E. Program Manager: List the name, business address, telephone number and e-mail address of the individual that will act as the program manager for the project. Provide a resume of the individual's background and skills in managing similar projects. List the following information:
 - Years of experience within the area of specialty;
 - Length of and type of service with firm;
 - Education and formal training, including certifications.
- F. Signed and Notarized Conflict of Interest Form

G. Compliance with Public Records Law Acknowledgement

H. Licenses & Permits

Tab 2 - Proposed Solution Description(s):

- A. Multiple alternate solution proposals may be submitted by the same proposer. For each different proposed solution, include the following minimum information. Each different solution shall be tabbed numerically (Solution #1, Solution #2, etc) and shall be complete.
- B. Exceptions - any exceptions that the Proposer may have concerning any item(s) set forth in the RFP document or associated addendums.
- C. Completed and Signed Proposal Form(s).

Tab 3 - Proof of Insurability

Provide either a completed Accord form or a signed letter from your insurance agency on its letterhead stating that you have or can get the required insurance coverage. See Section 4 for minimum requirements.

Tab 4 - References

Provide at least three (3) recent references where the proposed product /service has been used within the past 3 years. Please use the form attached.

Tab 5 - Litigation

Provide information on the nature, magnitude, and outcome of all litigation and proceedings for the previous three (3) years where a court or administrative agency has ruled for or against you or your organization in any matter related to your or your organization's professional activities.

Tab 6 - Financial Stability

Each Proposer shall be prepared to supply a financial statement upon request, preferably a certified audit, but a third party prepared financial statement and the latest D & B report will be accepted.

Tab 7 - Subcontractors / Joint Ventures

- A. Provide a list of any proposed sub-contractors that may be used on County projects. Provide the same information required in Tabs 1-6 above for each sub-contractor.
- B. If a joint venture is proposed, the same information required in Tabs 1-6 above is required

for each party.

Tab 8 - Other Information

Provide any information that will provide insight to the County about the qualifications, fitness and abilities of the proposer. This information should be succinct.

Tab 4 – References Form

#1 Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	
#2 Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	
#3 Agency	
Address	
City,State,ZI P	
Contact Person	
Telephone	
Date(s) of Service	
Type of	

Service	
Comments:	

TAB 1 F - Conflict of Interest Disclosure Form

I HEREBY CERTIFY that

2. I (*printed name*) _____ am the
(*title*) _____ and the duly authorized representative of the firm of (*Firm Name*)
_____ whose address is
_____, and that I possess the legal
authority to make this affidavit on behalf of myself and the firm for which I am acting; and,
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,
3. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: _____

Printed Name: _____

Firm Name: _____

Date: _____

Sworn to and subscribed before me this _____ day of _____ 2005

Personally Known _____

OR Produced Identification _____, Type of Identification _____

My Commission Expires _____

(Printed, typed or stamped commissioned name of notary)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

_____, 2006

PROPOSAL FORM

TO: Lake County Board of County Commissioners
Procurement Services
Tavares, FL

The undersigned hereby declare that [firm name] _____ have carefully examined the specifications to furnish:

Lake County Health Department Clinics

for which proposals were advertised to be received **no later than 3:00 P.M., local time, [date, day]**, and further makes this offer to furnish the Lake County Health Department Clinics according to specifications.

Delivery Time: _____ ***after notification***

FOB: Destination: Inside Delivery, Lake County Site(s), Florida

Prompt Payment Terms: _____ % _____ ***Days; Net 30 Days***

Lake County reserves the right to reject any or all proposals, to waive informalities, and to accept all or any part of any proposal as they may deem to be in the best interest of the County.

I hereby certify that I have read and understand the requirements of this Request for Proposals (RFP #06-018, and, that I as the proposer, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any contract(s) and/or other transactions required by award of this RFP.

Company _____

Per _____ (print name)

Signature N _____

Address _____

City _____ State _____ ZIP _____

Telephone _____ Fax _____

E-Mail Address: _____

FEID# _____ Web URL _____



STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
LEASE AGREEMENT

THIS LEASE AGREEMENT, entered into this day of _____, 200____ between _____, party of the first part, hereinafter called the Lessor whose Federal Identification Number (F.E.I.D. or S.S.) is _____, and the

State of Florida Department of Health
Division of Lake County Health Department
Bureau of _____

party of the second part, hereinafter called the Lessee,

WITNESSETH:

That the Lessor, for and in consideration of the covenants and agreements hereinafter mentioned to be kept and performed by the Lessee, has demised and leased to the Lessee, for the term and under the conditions hereinafter set out, those certain premises in the

(Name of Building) (City) (Zip Code) (County)

Florida, described as follows:

which shall constitute an aggregate area of _____ square feet of net rentable space measured in accordance with the Department of Management Services' Standard Method of Space Measurement, and which comprises approximately 5 % of the _____ net square feet in the building at the rate of _____ per square foot per year. The Lessor shall also provide 2 parking spaces for the non-exclusive use of the Lessee as part of this lease agreement.

TERM

TO HAVE AND TO HOLD the above described premises for a term commencing on the 1 day of _____, 2005 on month to month basis.

RENTALS

The Lessor hereby leases to the Lessee and the Lessee hereby leases from the Lessor the above described premises for the term set out in this lease and the Lessee agrees to pay the Lessor the sum of _____ per month for the rental period described in Article I of this lease. The rent for any fractional part of the first month shall be prorated. The rent shall be payable the month following the month of occupancy in accordance with Section 215.422, Florida Statutes. The rentals shall be paid to the Lessor at _____

Address) _____ Florida _____
(City) _____ **AND**

HEATING, AIR CONDITIONING

JANITORIAL SERVICES - Climate Controlled Unit

1.a. The Lessor agrees to furnish to the Lessee heating and air conditioning equipment and maintain same in satisfactory operating condition at all times for the leased premises during the term of the lease at the expense of the Lessor.

b. The Lessor agrees to maintain thermostats in the demised premises to achieve an average zone temperature of 75 degrees Fahrenheit during the heating and cooling seasons and certifies that boilers herein have been calibrated to permit the most efficient operation.

*2. The Lessor Lessee agrees to furnish janitorial services and all necessary janitorial supplies including the provision of recycling trash disposal for the leased premises during the term of the lease at the expense of the Lessor Lessee.

3. All services required above shall be provided during the Lessee's normal working hours, which are normally from 7:30 a.m. to 3:30 p.m., Monday through Friday excluding state holidays.

LIGHT FIXTURES

1.a. The Lessor agrees to install in the demised premises light fixtures for the use of the Lessee.

*b. The Lessor shall be responsible for replacement of all bulbs, lamps, tubes and starters used in such fixtures for the purpose of furnishing light.

2. The Lessor certifies that the lighting levels within the demised premises are maintained at and do not exceed the following levels: 10 foot-candles in halls and corridors; 30 foot-candles in other public areas; a minimum of 50 foot-candles in office, conference rooms, and other levels as set forth in the State Energy Management Plan, Volume II, Section F.

Design Criteria for Lake County Health Department Facilities

1. BUILDING DESIGN CRITERIA

PROGRAM GOALS

The intent of these design criteria is to define the general needs of the County as related to the proposed new Health Department facilities being planned. This document will serve as a tool for the team that is selected to design and build the facility. It is intended to outline the space needs, functional requirements and other criteria that are important to the success of the completed facilities. It provides specific information for two different facilities, one for Central and the other for Southern Lake County sites that have not yet been selected.

PROJECT CASE STATEMENT

The Lake County Health Department is planning two future facilities to help meet the needs of this rapidly growing County. The two locations are to provide similar services, with the Central facility also housing County Health Department Administrative offices. Among the services to be provided are primary care, women's health, dental, vital statistics as well as other outreach services. A full listing of the units, along with support spaces, storage, and square foot requirements is included in the space needs program.

PROJECT IMAGE

Lake County staff members recognize the importance of providing the right setting for their services. They acknowledge the relationship between behavior and environment. It is their express desire to provide their services in a warm and inviting place. Landscaping should be used to soften the building mass and add visual interest. The facilities should be easy to locate, and be safe to use. It should be easy to find the entrance, and be comfortable upon entering. It must be clean and should at least equal the level (quality) of service available from private providers. There are no materials or building forms that are preferred. It must be easy to maintain so that it keeps its' clean, healthy image.

OBJECTIVES

These facilities can be newly constructed or existing facilities that get renovated to fulfill the building programs outlined herein. The primary objective is to provide the best service to the public at the lowest and best price to the County. Lake County wishes to begin by leasing the facilities for a ten or fifteen year period (to be agreed upon). At some point, the County may wish to purchase one or both of the facilities. These terms can be worked out to mutual benefit, and will be one point of consideration in the selection process. Location is very important to the Health Department. It is their objective that these facilities be located on or near public transportation routes, preferably at hubs. Ideally these facilities will be near hospitals, or similar health-related operations.

Secondary objectives are good flow, well lit spaces with separation of public and private circulation. As with most such facilities, it is important for the minimum number of staff workers to be able to serve the greatest number of visitors/ clients. To accomplish this, there needs to be some redundancy in systems provided. These buildings must be designed and constructed so as to minimize potential for water intrusion and problems related to mold or biological growth. Even more important, the air conditioning system must be designed so as to limit the transmission of air borne communicable disease.

OVERVIEW OF THE TWO PROJECTS

CENTRAL LAKE COUNTY HEALTH CLINIC

This location is intended to be approximately 30,000 gsf. (refer to space needs program). It is desirable to have public parking and entrances on the primary side of the place, with staff parking and entrances on the secondary side. Due to the nature of the facility there will need to be sufficient parking spaces for all staff and visitors. This exceeds the minimum zoning requirements of one space per 200 square feet (refer to space needs program). A side or rear entrance is also important for those clients that have communicable diseases. A main waiting space should be provided at the public entry, with distributed sub-waiting spaces as listed herein. Electric strikes should be provided at doors between sub-waiting and circulation spaces, etc. Similarly, circulation must be controlled so that clients pass through access points on the way in and out of the different units. Proximity readers and momentary contact switches are desired means of operating buzz doors. All waiting rooms are to be negative pressure with HEPA filtration on the returns. Some other areas such as the two clinical rooms will need to have negative pressure with HEPA filters and UV light to control the spread of air borne viruses, contaminants, etc.

In addition to clinical areas, outreach programs are to be provided for. During emergencies, such as during and after a hurricane, the Health Department staff may work through the storm, coordinating Health Department operations, etc. At least a portion of each of these two planned facilities will need to be powered by an emergency generator, to include minimal lighting, air conditioning and computers to during these periods.

Unique to the Central facility, administrative offices will be included. This will include shipping and receiving areas with loading area and storage. The county's mobile health unit will be parked here. It will require a covered parking space adjacent to the building, with power. At the Central facility only, the loading area and store room will need a roll-up door and separate entrance. A recessed dock leveler would be preferred, so as to adapt to the different heights of loading and unloading vehicles. It is anticipated that full size tractor trailers may be used for some deliveries. For that reason, maintain minimum of 13'-6" clearance in front of roll-up doors (Need not be covered). Storage for received materials will need to be lockable (not keyed like other doors) and near the loading dock. Offices for the shipping and receiving clerks will need to be located near the receiving dock. An exterior wall mounted intercom or telephone with autodialer in a NEMA 3 enclosure should connect the loading dock to the receiving office.

SOUTH LAKE COUNTY HEALTH CLINIC

This location is intended to provide most of the same functions as the Central Facility, with the exception of the administrative area. It is planned to be approximately 12,000 gsf. (Refer to space needs program). It will need to function in much the same way as the Central Lake County Health Department facility. It will need an emergency generator, and capabilities to operate as a stand-alone facility. No administration or purchasing groups will be located in the South facility. The same negative pressure zones and HEPA filtration with UV treatment will need to be designed in the air conditioning system.

PROJECT GENERAL REQUIREMENTS

SITE CONSIDERATIONS

1. Impervious parking for the required numbers of spaces.
2. Sidewalks connecting to all building entrances.
3. Handicapped spaces on building side of drive aisles.
4. All accessible routes shall comply with 2004 FBC, accessibility code, and all other applicable codes in terms of plan and section compliances, rails, etc.
5. Adequate site lighting for evening staff and visitor parking, access.
6. Signage, primary marquee or similar locational identification, name & numbers.
7. Utilities as may be required, stormwater, etc.
8. Provide allowance for landscape and irrigation, hardscape, etc.
9. Site furnishings, such as benches, trash receptacles etc. are desirable.
10. Dumpster should be located and/or screened so as not to have negative impact on visual or olfactory senses.

ARCHITECTURE

1. Entries should be visible from parking spaces.
2. Entries should be protected from wind driven rain and sun.
3. Outside the main entry there should be adequate shelter for up to twenty people who may arrive prior to opening time.
4. Exterior doors must be keyed alike, (except secure storage) and have deadbolts.
5. Exterior doors must be well illuminated, for egress and lock/key operation.
6. Exterior façade should have some windows; prefer to have views of front parking from main entrance. Windows need not be operable.
7. Some devices should be provided at windows to reduce the impact of low sun angles (heat and glare).
8. In addition to code required signage, provide exterior identification signage at all exterior doors, etc. denoting public or staff entrances, hours of operation, etc.
9. Exterior surfaces should be durable, well-fitted and well constructed.
10. Any exterior metal products used, if exposed, should be galvanized steel, stainless steel or anodized aluminum. Metal exterior finishes such as roofing should be galvalume, kynar 500 coated aluminum or G90 galvanized steel. Steel shall meet ASTM A924 and or A792. It is preferred that exposed metal siding, if used,

should have high build factory applied coatings, equal to .8 mil primer, and two .8 mil color coats.

11. It is preferred that all such metal products shall be warranted for a minimum of twenty years.
12. If low slope roofs are used, such as EPDM, or multiple ply modified bitumen, provide parapet flashings, copings, overflow drains, etc. as required by codes, and as are standard in the industry. It is preferred that roof products and installation be warranted for twenty years.
13. Cementitious coatings, if used, such as stucco will be three coats, minimum 3/4" over paper-backed lath and AIB/ building wrap. It shall have minimum three coat elastomeric coatings, with elongation to exceed 300%.
14. EIFS will not be permitted without prior approval by the County. Submit specific proposed system, with elevation views showing where intended along with sections indicating all component parts, with membranes, warranty and all steps of execution. Panzer or tiger mesh type reinforcing will be required below 7' a.f.f. if an existing system; water testing may be required at no expense to the County.
15. Brick if used will have proper back-up, ties, membranes, vents, weeps, etc.
16. Single wythe CMU will not be an acceptable exterior skin system.
17. Storefront glass and glazing will be acceptable.
18. Exterior glazing should be reflective, min. 15%. Applied ext. film is acceptable.
19. Hollow metal doors and frames will be acceptable, if adequately protected by manufacturer's recommended paint products.
20. Windows and louvers will need flashings, etc. to minimize water intrusion.
21. Entry doors to be galvanized metal G90, painted with primer and 2 coats oil based enamel or epoxy, semi-gloss or satin finish. Alternate vinyl coated wood doors with appropriate manufacturer's recommended coatings will be acceptable.
22. Hollow metal frames are to be painted with iron oxide primer and two coats oil based enamel or epoxy, semi-gloss or satin finish.
23. Expansion joints, if needed, shall be installed where industry standards would require. They must be protected by adequate membranes, sealants, etc.
24. Buildings must meet or exceed Florida Energy Code requirements.
25. Egress paths, egress widths, etc. must be consistent with planned utilization numbers, which often will exceed minimum square footage calculations for occupancies or uses (refer to space needs program). Desirable corridor widths are 5' minimum.

BUILDING STRUCTURE

1. Structural connections must be inspected and certified as may be required for a threshold building.
2. Connections that may be exposed to weather must be protected from rust, corrosion or oxidation by utilizing the proper materials and methods.
3. Wind loads must be transferred from roof to grade through use of engineered connections. Materials and methods may vary.
4. One or two story buildings may be used.

5. Must be code compliant with regards to occupancy, egress, fire resistance ratings, protection, wind loads, uplift, connections to windows and doors, etc.
6. Fire sprinkler systems would be preferred.

FINISHES

1. May not have vinyl wall covering on any exterior wall surfaces.
2. Interior finish surfaces should be scrubbable, and resistant to high volume use.
3. Finish products in contact with public should be durable. Gypsum products (if used) shall be impact resistant in all waiting areas, and where deemed appropriate elsewhere.
4. Concrete block are acceptable for use as a finish product in high-use areas such as waiting rooms, exam rooms, storage rooms, etc. Paint with epoxy or similar coatings where likely to get wet, or stained.
5. Where acoustical privacy is an issue, such as conference, interview or consultation rooms, extend gypsum sheathing on all four partitions (or extend cmu) tight to the roof structure above. If two story, extend to the floor framing (fluted deck, sheathing or slab) above. Install 3 1/2" sound batts in all framed walls common to aforementioned spaces. As an alternate to extending gyp. sheathing to roof above, minimum 6" thick sound batts above lay-in ceilings may be an acceptable alternate. If it is a secure space, and the walls do not extend to the structure above, and if suspended ceiling tiles are used, 4" wire mesh may be utilized, screwed to ceiling grid to prevent unauthorized entry.
6. Ceiling tile, if used, should have an NRC of 85, plus or minus 5 in office or work areas (higher if in confidential areas). Hard ceilings in all public rest rooms.
7. Fabric wall coverings may be used on any non-exterior walls in conference rooms. No wall covering is to be applied to exterior walls of conference rooms.
8. Floor surfaces in public entry spaces are to be non-skid ceramic tile.
9. Floor surfaces in main waiting area and sub-waiting rooms are to be epoxy painted concrete in walkways, with carpet in seating areas (carpet squares preferred). Carpet to be 100% nylon, glued down, removable.
10. Floors in laboratory spaces and IT storage to be VCT, or similar product.
11. Floors in exam rooms to be VCT, or similar product.
12. Floor surfaces in offices, cubicle areas and other typical occupied spaces to be approved by owner.
13. Floors in rest rooms to be ceramic tile. Public and private rest rooms to have thinset ceramic wall tile, to 6' A.F.F., with stain resistant grout. Colors to be selected by Owner and Architect. Use enamel paints above tile and on ceilings of Rest Rooms.
14. Office doors to be painted hollow core wood, 2 coats latex enamel on one coat primer, semi-gloss or flat finish. Door jambs can be wood or hollow metal. If jambs are metal they should be one piece, not knock down.
15. Lab, exam rooms, conference rooms, receiving rooms, storage rooms, rest rooms, interview rooms, and consultation room doors to be solid core wood, 2 coats latex enamel on one coat primer (satin or semi-gloss finish).
16. All counter tops to be plastic laminate materials over plywood or particle board.

17. Base cabinets and drawers should be constructed of melamine or have similar plastic liner material. Raw wood should not be used in any exposed surface.
18. Provide wall mounted pivoting supports (and backing) for televisions in each waiting and sub waiting area.
19. Typical gypsum walls are to be level 4 finish, with 3 coat eggshell or flat latex scrubable paint on spray textured wall surfaces (alternate knock-down).
20. Window treatments in offices and conference rooms on exterior walls should enable the occupant to control glare through exterior glazing, as well as levels of privacy. Waiting rooms windows at the exterior walls shall be shaded without internal devices the public can access or damage.

MECHANICAL AND ELECTRICAL SYSTEMS

1. Air conditioning system shall be designed per ASHRAE and FBC minimums.
2. System need not meet ACA standards, but should provide a safe healthy environment for all occupants.
3. It will need to have multiple zones, to maintain relatively constant temperature and humidity levels. Maximum number of supply grilles per zone is 8 (alternate 800 sf per zone for large areas, whichever provides better control). Temperatures should be held at a constant range between 72 and 75 degrees F when occupied. Design values should be 98 degrees and 95% RH. Humidity sensors will need to be integrated with temperature controls to maintain humidity at less than 55% RH. Pre-conditioned outside air makeup to AHU's is preferred.
4. Supply air should be adjustable per space, by use of damper grilles or DDC/ PLC controlled variable dampers at the taps.
5. AC system should not generate a discernable noise, from fans or vanes.
6. Efficiency of units must equal or exceed 14 SEER.
7. Outside air should be mixed with return air in such a way as to provide positive pressure in the building at all times.
8. The system needs to be capable of night setback. In the unoccupied mode, the building should remain positive, and the system should maintain conditions not to exceed 78 degrees and 55% RH.
9. All air conditioning equipment should be mounted with isolators (unless pad mounted on grade); so as to minimize structure borne vibration transmission into occupied spaces. External components such as compressors in split systems need to be located so as to minimize sights of and sounds from said devices.
10. Use of transfer grilles must be carefully thought out, so as to minimize loss of acoustical privacy, especially in sensitive areas. Hallways and waiting areas can be used for return air pathways. No return plenums.
11. As mentioned previously, the waiting areas, sub-waiting rooms, and two exam rooms (referred to as clinical rooms) are to have negative relative pressure and hepa-filters in the return. The clinical rooms need dedicated Hepa filters with UV features to render harmless any air borne particles in case of patients with communicable diseases. These spaces can be 100% exhausted, instead of filtered and treated returned air. Care must be taken in the planning of the discharge for such exhaust, to prevent it from mixing with outside air intakes.

12. Internal components, such as air handlers, should be easily accessible for service. If located above hard ceilings, carefully consider access door locations. If above lay-in ceilings, consider furniture placement and operational circulation spaces prior to installation. Plan locations so as to minimize disruption to functional operation of the suites while servicing. Condensate pans to be piped to drains per local codes. Visual indicators will be required to indicate high level alarms.
13. Flex duct runs will be limited to supply air, and 10' in length. Only internally lined flex is to be used. Ductboard runs will not be permitted. All galvanized metal ducting to be externally insulated with minimum 2" fiberglass insulation, or approved equivalent.
14. In addition to cooling coils, all terminal units serving exterior zones (at a minimum) shall have heating capacity.
15. The County requests a dedicated cooling system for the server room, similar to a Liebert package unit, on the generator circuit, with Transfer switch and U.P.S.

PLUMBING

1. Plumbing piping to be PVC solvent weld, or cast iron hub and spigot underground.
2. Above ground piping to be solvent weld PVC or CPVC, copper, or no-hub depending upon use. All piping to meet Florida Building Code requirements.
3. Hot water to all lavatories, exam rooms, dental and janitor sinks, etc.
4. Insulate horizontal rain leader piping (if occurs) as well as hot water piping.
5. Set hot water temperature at max. 110 degrees, or as required to protect clients from scalding.
6. Lavatories in public rest rooms to be drop-in vitreous china with self-metering faucets or proximity sensors.
7. Brushed chrome finish typical.
8. In exam rooms and dental suite, stainless steel bowls, swivel gooseneck fittings, wrist blades, strainers.
9. In staff rest rooms, self-rimming, vitreous china, single lever mixing valves
10. Water closets in public rest rooms to be wall hung, flush valves, 1 gallon per flush.
11. Water closets in staff rest rooms to be floor mounted, flush tank, 1 gpf.
12. Point of use water heaters or circulating hot water piping.
13. Trap primers for all floor drains.
14. Water hammer arrestors at each bank of fixtures, and as may be good practice so as to reduce noise and pressure differential.

FIRE PROTECTION

Prefer fully fire protected with fire sprinklers, per NFPA 13 and FBC.

ELECTRICAL

1. Both facilities shall have a diesel powered emergency generator with ATS.
2. Generator system capacity will be determined during design phase. Output shall be wired via separate sub-panel with automatic transfer switch to the Field Operations Center (FOC) area. Emergency power is desirable for use to power

air conditioning, lighting and computers in some rooms (including at least one conference room) near the FOC hub. Emergency exit lighting may be connected as well. Provide day tank for 72 hour continuous operation of generator.

3. Main service, distribution wiring and all components to be per NEC and FBC.
4. Typical fluorescent fixtures to be 2 by 4 or 2 by 2, with electronic ballasts.
5. Conference rooms to also have compact fluorescent lamps with dimmers.
6. Lightning protection system per NFPA 780.
7. Fire alarm system shall meet NFPA 72 and 90A, FBC, ADA, Life Safety code, and all other applicable codes.
8. Provide wiring from all control desk locations to doors that will control access in and out of the public spaces. These doors to have electric strikes (or similar). Owner requests proximity card readers for both sides of buzz doors.
9. The file server and Liebert cooler need to be connected to the generator circuits. The server needs to be powered by a UPS system output, with Emergency power from the sub-panel, upon loss of primary power.

ELECTRONIC SYSTEMS

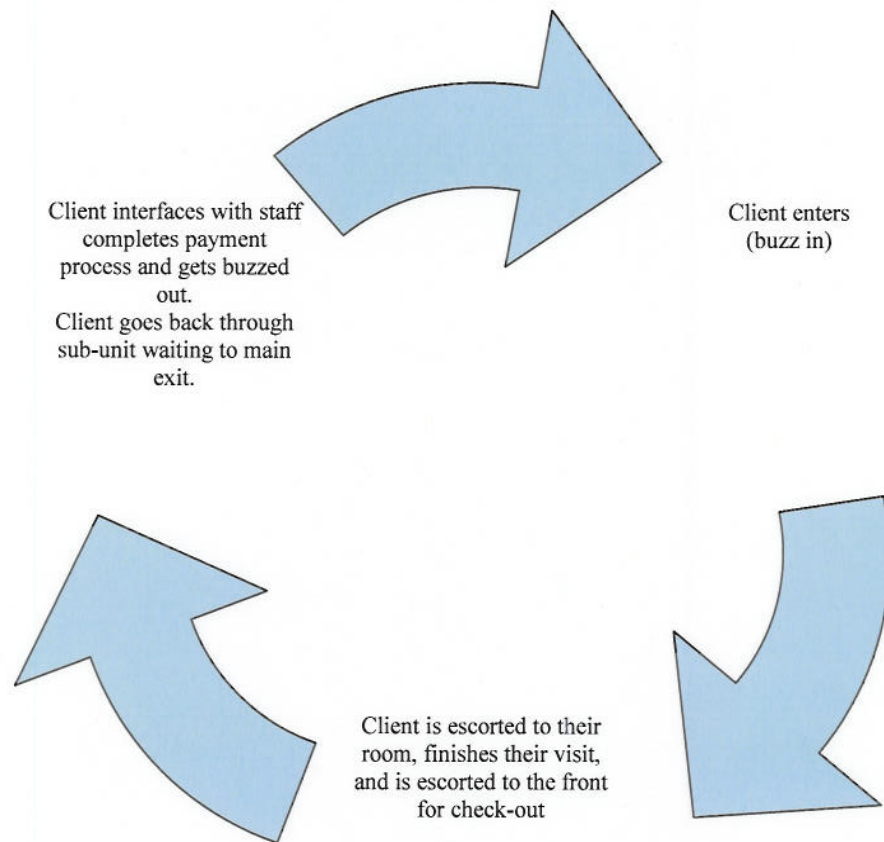
1. Voice and data system to be provided using CAT6 cabling. (? What about WiFi?)
2. At least one connection per office or work station shall be provided, and shall be coordinated with furniture plan so as to minimize connection length, trip hazards.
3. Provide fiber optic cable from main tel/com closet to utility service provider.
4. Terminate voice and data cables in tel/com closet with punch-up blocks, complete with 10' loop developed length for strain relief, and mark each location on both ends.
5. Wireless LAN may be used for some unit connections to the network hub.
6. Provide broadband cabling to the FOC (field operations center) as well as to large conference rooms and staff break room.
7. Provide interior cabling from elevated TV wall locations (80" aff) in each waiting and sub-waiting area to a location at 42" aff in the nearest clerical / reception area desk for future connection to equipment by owner.
8. Speakers (24vdc) will be provided in the ceiling of all waiting and large conference rooms on ten foot centers. Low voltage shielded speaker wiring should be run to the same location as interior cabling (above) in nearest clerical/reception area. No amplifier is required.
9. Interior and exterior Security camera with pan tilt zoom where needed.
10. Some interior and at least one exterior door need to have an electric strike or similar means of controlling access.

DESIGN CONCEPTS

As mentioned, these facilities are intended to make it easy for the public to receive the health services they need and want. They should also make it easy for the staff to provide those services. There are two primary ways to achieve these goals:

1. Make it open and inviting; easy to see where you need to go.
2. Design the circulation so that the fewest staff persons are required to ensure that the clients are where they need to be, and not where they should not be.

Each project should have one main entrance, and other secondary entrances. The main entrance should serve as the place where visitors (clients) have their first encounters with staff personnel. The main entrance should have sufficient volume to handle a large influx of people. Secondary entrances are for staff and for those clients with infectious disease. It is desirable to have a high ceiling in densely, or highly populated areas. Ceiling height in the main reception area is preferred to be at least nine, preferably ten feet high. Those arriving should have an organized way to get to the primary reception desk/ counter where they will have a chance to talk with a representative and get directions as to the next step in their process. When it is time for a visitor to be seen, they will be admitted to the “back-of-house” hallway by use of a buzz door.



CIRCULATION DIAGRAM, INSIDE A UNIT.

Staff entrances are ideally located on the back side of the building. It is desirable for staff circulation spaces to be separated from public circulation. Staff parking should be located on a non-primary location on site, but must be as safe as the public parking lot. Staff parking should be well lit at night, and visible from the public way. A separate rear or side entrance must be provided into the primary health unit.

A small sub-waiting room will need to be provided, for clients that need some isolation. This waiting area, and two adjoining exam rooms will need to be relatively negative pressure, with HEPA filtration on the return air (if not 100% exhausted, refer to Mechanical).

The building may be one or two story, as long as the following units (at a minimum) are located on the ground floor:

1. Main Public Entrance
2. Primary Care
3. Women's Health
4. Women, Infants and Children
5. Dental Unit
6. Prescription Service
7. Primary Reception
8. Shipping /Receiving
9. Storage
10. Rest Rooms
11. Large Conference Room

OPERATING SCHEDULE

The facilities will typically be open to the public between the hours of 8AM and 5 PM. Staff often arrive much earlier, and may leave as late as eight o'clock. During emergencies, staff may work nights and weekends.

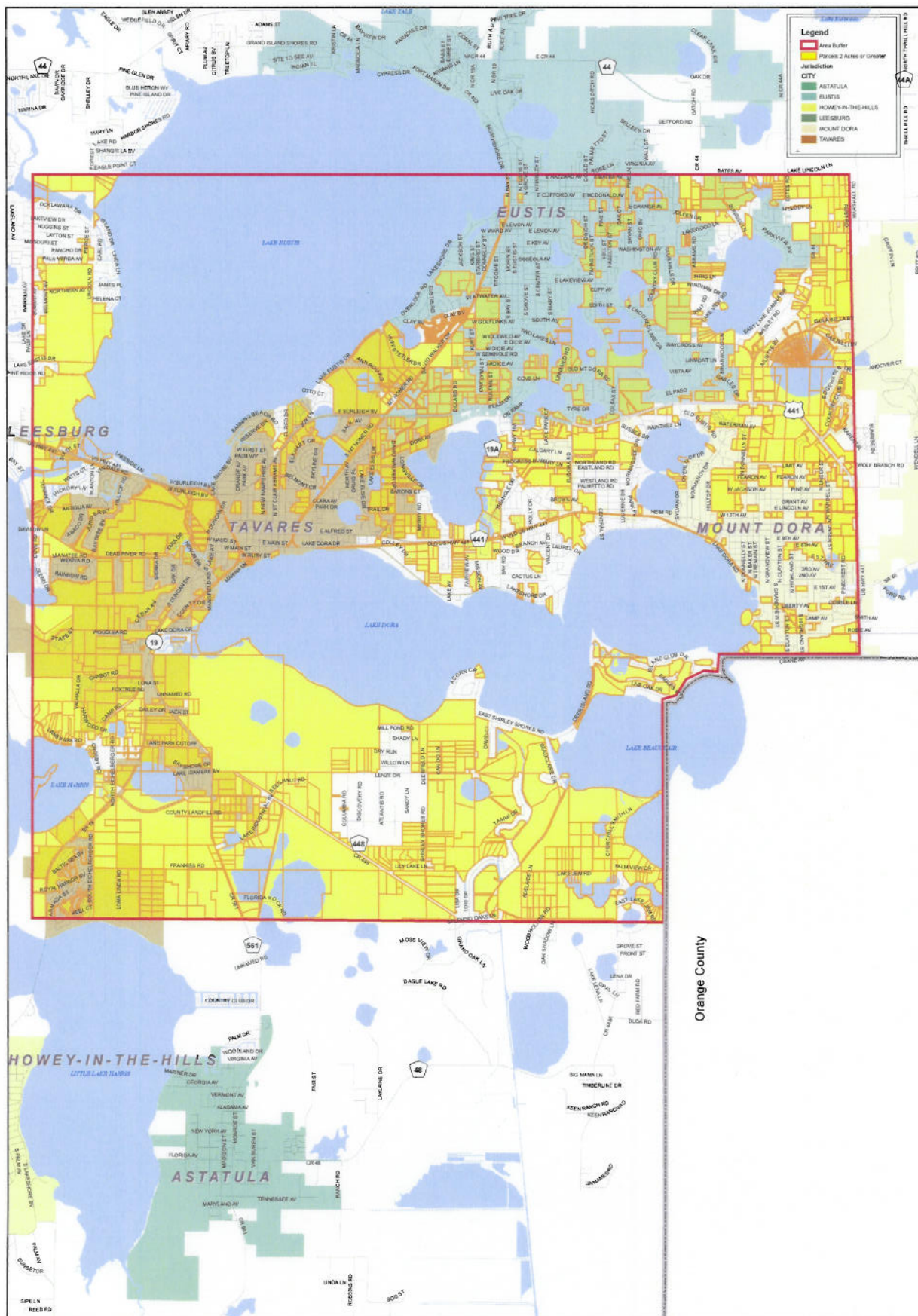


Tavares Area Buffer Parcels 2 Acres or Greater

Lake County, Florida



1 inch equals 5,000 feet



Orange County



South Lake Hospital Area Buffer Parcels 2 Acres or Greater

Lake County, Florida



1 inch equals 3,000 feet

